

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: February 24, 2017

Closing Date: March 3, 2017

**Administrative Specialist III (Pay Grade 9)
Assigned to the New Castle County Chief Prosecutor
Criminal Division, New Castle County**

Job Responsibilities and Duties:

This is a legal secretarial position assigned at the upper management level. This Administrative Specialist III, Pay Grade 9, is assigned to provide secretarial support directly to the New Castle County Chief Prosecutor in the Criminal Division in a fast-paced legal work environment for the Delaware Department of Justice. This position will also provide secretarial support to other Deputy Attorneys General as needed. At this Administrative Specialist III level, this position may be asked to serve as a lead worker or a coach to other administrative support staff. This position will serve as a back up to the State Prosecutor's Administrative Specialist as well.

This Administrative Specialist sets up files, runs criminal record checks, maintains statistics types informations/indictments, requests reports, answers discovery and manages busy calendars. This Administrative Specialist schedules trainings both in and out of the office, and provides assistance with travel arrangements. This Administrative Specialist types briefs, prepares pleadings and correspondence, coordinates scheduling, files documents and manages a heavy telephone volume within the Unit. This Administrative Specialist must be prepared to multi-task; working for several Deputy Attorneys General at any given time and handling extra duties as assigned by the Deputy Attorneys General.

Minimum Qualifications:

- Minimum of four years of experience in the secretarial legal field.
- Must be detail-oriented, well organized and proficient in Microsoft Word office suite, Excel and DELJIS.
- Must have the ability to interact professionally with members of the public, including victims and witnesses as well as law enforcement personnel.
- Must maintain a productive working relationship with Court staff. Must possess excellent organizational, spelling, grammar and proofreading skills. Must be able to answer and handle with accuracy a heavy telephone volume.
- Must have the ability to work independently with limited supervision.
- Must be able to demonstrate initiative and professionalism with the strictest maintenance of confidentiality.
- Must be able to multi-task in a fast-paced legal work environment.

Internal Applicants: Please submit an updated Resume or Summary of Work Experience to the Director of Human Resources.

***SINCE THIS IS AN ADMINISTRATIVE SPECIALIST/CLERICAL POSITION
ASSIGNED AT THE UPPER MANAGEMENT LEVEL, THE FOLLOWING MUST
ALSO BE SUBMITTED WITH A RESUME or SUMMARY OF WORK EXPERIENCE:***

A written promotion recommendation from your current Supervisor

External applicants: Please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to: 302-577-5866. EOE.